

# **Berkeley Lab Learning Institute (BLI)**

## **2011 Onsite Calendar**

### **Supervisors and Work Leads**

<b>Course #</b>	<b>Course Name</b>	<b>Instructor</b>	<b>Dates</b>	<b>Location</b>
BLI 0117	Supervisor Responsibilities for Berkeley Lab	N/A	Online access anytime at <a href="http://www.lbl.gov/BLI/SR">www.lbl.gov/BLI/SR</a>	
BLI0122	Supervisor Scenario Workshop	Kathy Anttila	January 27, 12:30-3:30p April 14, 12:30-3:30p July 28, 12:30-3:30p October 26, 12:30-3:30p	Bldg 54-130 Bldg 2-100B Bldg 54-130 Bldg 54-130
BLI0136	Coaching for Employee Development	Kathy Anttila	March 9, 9:00a-12:00p	Bldg 54-130
BLI2019	Performance Review Discussion Workshop for Supervisors	Kathy Anttila	July 12, 10:00a-12:00p August 2, 10:00a-12:00p August 18, 10:00a-12:00p	Bldg 15-253 Bldg 54-130 Bldg 54-130
BLI1104	Leading for Results	Shelley Surh	November 2, 9:00a-5:00p	Bldg 54-130

### **Scientists, Engineers, Postdocs & GSRA's**

<b>Course #</b>	<b>Course Name</b>	<b>Instructor</b>	<b>Dates</b>	<b>Location</b>
BLI0118	Career Planning for Postdocs and GSRA's	Dr. Elayne Chou	March 24, 1:00-3:30p September 21, 1:00-2:00p November 17, 1:00-2:00p	Bldg 62-203 Bldg 54-130 Bldg 54-130
BLI1063	Job Hunting in Academia Part I – Preparing Your Application Materials	Dr. Cynthia Fuhrmann	June 1, 1:00-2:30p July 21, 2:00-4:00p	Bldg 2-100B Bldg 66 Auditorium
BLI1064	Building Your Professional Network	Naledi Saul	May 18, 1:00-3:00p	Bldg 54-130
BLI1065	The Art of Science Writing	Dan Hawkes	September 22, 1:00-3:00p	Bldg 54-130
BLI1066	Job Hunting at National Laboratories	Bill Cannan Susan McAllister	August 3, 1:00-2:00p	Bldg 54-130
BLI1067	I Was Trained to Do Everything but Run a Lab!	Dr. Kathy Barker	November 3, 2:30-4:00p	Bldg 50 Auditorium
BLI1068	Job Hunting in Industry Part I - Overview	Bill Lindstaedt	March 1, 1:00-2:30p September 8, 1:00-2:30p	Bldg 62-203 Bldg 66-Auditorium
BLI1069	Job Hunting in Industry Part II - Resume Reviews	Bill Lindstaedt	March 22, 11:30a-12:30p	Bldg 54-130
BLI1070	Job Hunting in Industry Part III - Interviewing and Negotiating	Bill Lindstaedt	March 22, 1:00-2:30p	Bldg 54-130
BLI1071	Publishing Your Research	Dr. Cynthia Fuhrmann	April 21, 1:00-3:00p	Bldg 50 Auditorium
BLI2023	Designing and Delivering Dynamic Research Presentations	Dr. Cynthia Fuhrmann	December 8, 1:00-2:30p	Bldg 50 Auditorium
BLI3000	Job Hunting in Academia Part II- Interviewing and Negotiating	Dr. Cynthia Fuhrmann	October 24, 1:00pm-3:00p	Bldg 50 Auditorium

Go to [www.lbl.gov/BLI](http://www.lbl.gov/BLI) to “Onsite Courses” for further details on each course.

To register, go to Employee Self Service. For questions, contact Emalynn Robinson at ext. 7001

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### **All Employees**

<b>Course #</b>	<b>Course Name</b>	<b>Instructor</b>	<b>Dates</b>	<b>Location</b>
BLI0119	Career Planning for Employees	Dr. Elayne Chou	March 24, 10:00a-12:00p September 21, 10:00a-12:00p November 17, 10:00a-12:00p	Bldg 62-203 Bldg 54-130 Bldg 54-130
BLI0131	Conducting Effective Meetings - Webinar	Nancy Friedman	March 21, 1:00-2:00p August 10, 1:00-2:00p November 10, 1:00-2:00p	Online/phone access
BLI0132	Managing Your Time & Getting Things Done - Webinar	Nancy Friedman	March 21, 11:00a-12:00p August 10, 11:00a-12:00p November 10, 11:00a-12:00p	Online/phone access
BLI0926	Archives & Records	John Stoner	April 18, 10:30a-12:00p October 28, 10:30a-12:00p	Bldg 2-100B Bldg 2-100B
BLI2020	Performance Review Discussion Workshop for Employees	Kathy Anttila	July 20, 10:00a-12:00p July 26, 10:00a-12:00p August 8, 10:00a-12:00p	Bldg 62-203 Bldg 62-203 Bldg 15-253
BLI3002	Understanding Differences Part I	Kathy Anttila	December 7, 9:00a-12:00p	Bldg 62-203

### **Computer Skills / Software Skills Development**

<b>Course #</b>	<b>Course Name</b>	<b>Instructor</b>	<b>Dates</b>	<b>Location</b>
BLI0111	Excel Pivot Tables 2007	Rebekah Threewitt	January 27, 8:30a-4:30p	Bldg 90-0026 Training Room
BLI0140	Word 2007 Intro	Rebekah Threewitt	February 10, 8:30a-4:30p	
BLI0141	Excel 2007 Intro	Rebekah Threewitt	March 10, 8:30a-4:30p	

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